

### **THE POSITION**

If you are a highly capable individual seeking a challenging, fast-paced and demanding environment where resourcefulness and independence are essential – you will find this opportunity exciting. The City of Milpitas is looking for energetic, flexible and results-oriented individuals to join its Human Resources Department team. The individual selected must be analytical, willing to embrace change, and work as a team member to enhance the services the Human Resources Department provides to both City employees and the surrounding community.

#### **The Administrative Analyst I/II:**

Requires analytical skills, excellent interpersonal and communication skills, initiative and follow-up to complete projects and ability to maintain confidentiality. Knowledge of basic principles and practices of Human Resources; **public** administration is highly desirable. Primary responsibilities include a variety of personnel programs and will work under general direction from the Human Resources Director. The major programs include HRIS experience setting-up & running complex payroll & benefit systems, personnel administration, technical writing, recruitment and selection, benefit administration and City-wide training programs. In addition, the individual will have the opportunity to work on a broad spectrum of projects and contribute in other areas such as, classification and compensation, employee relations, workers' comp and policy development.

The Human Resources Department is comprised of a team of professional employees committed to ensuring the delivery of quality human resources programs and excellent service to City staff and the public. Regular staffing consists of one Human Resources Director, three Administrative Analysts, two Technicians and one clerical position. The Department serves 490 regular employees and is a

full-service Human Resources Department and has six separate unions under collective bargaining.

### **THE SUCCESSFUL CANDIDATE...**

#### **Minimum Qualifications:**

##### **Education:**

Completion of a Bachelor's degree from an accredited college or university with major course work in human resource administration, public administration, business administration, political science, or a closely related field.

##### **Experience:**

Professional human resources experience at the analytical level.

The successful candidate will also have:

- Exceptional analytical abilities and experience in conducting complex research projects and implementing human resources programs.
- Professional experience in HRIS with hands-on experience setting-up & running complex payroll & benefit systems.
- Demonstrable proficiency in technical/legal writing and research.
- Excellent interpersonal skills and a commitment to providing quality service.
- Outstanding verbal and written communication skills.
- The ability to develop strong working relations with individuals at all levels or the organization.

#### **SELECTION PROCEDURE...**

All of the following must be submitted:

- A fully completed official City of Milpitas application form.
- A current resume detailing relevant education, training and experience.
- Supplemental Questionnaire.

Incomplete and/or inaccurate application materials may result in disqualification from the selection

process. Applications and resumes will be evaluated. Those applicants, who meet the minimum qualifications and are the most qualified, will be invited to compete further in the selection process. This process may consist of screening interviews, written exercises, and/or an oral board interview. All phases will be scored pass/fail. **This recruitment will be open until filled and may be closed at any time. Candidates should submit their application packets as soon as possible as testing will occur once a sufficient number of qualified applications have been received.**

Candidates successfully completing all phases of the selection process will be placed on an eligibility list in alphabetical order. A selection will be made from the established eligibility list. All candidates will be advised of their status once a finalist has been selected.

#### **TO APPLY**

A City of Milpitas application, resume, and responses to supplemental questionnaire must be submitted to:

***City of Milpitas  
Attn; Carmen Valdez  
Human Resources Department  
455 E. Calaveras Blvd.  
Milpitas, CA 95035***

City applications may be obtained in person at City Hall, by calling Human Resources at (408) 586-3090, or by visiting our website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov).

***The City of Milpitas requires documentation of a candidate's identity and authorization to work in the United States prior to finalization of employment. Employment is subject to candidates successfully passing a fingerprint check and pre-employment physical.***

### **Salary and Benefits:**

<b>Annual salary:</b>	<b>I: \$64,111 - \$84,390 II: \$70,806 - \$93,201</b>
<b>Medical:</b>	<b>CALPER'S Plan with HMO's and PPO's</b>
<b>Dental:</b>	<b>City Paid</b>
<b>Vision:</b>	<b>City Paid</b>
<b>Life Insurance:</b>	<b>City paid \$50,000 insurance.</b>
<b>Short and Long Term Disability:</b>	<b>City Paid.</b>
<b>Sick Leave:</b>	<b>12 days per year</b>
<b>Vacation:</b>	<b>16 days per year to a maximum of 36 days per year</b>
<b>Holidays:</b>	<b>12 paid holidays per year and 1 floating holiday</b>
<b>Retirement:</b>	<b>Public Employees' Retirement System 2.7 % @ 55 Single highest year</b>
<b>IRS Flexible Medical Spending Plan, Ecopass, and Domestic Partnership Benefit</b>	
<b>Deferred Compensation</b>	<b>City contributes \$900/yr.</b>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request.

**City of Milpitas  
455 E. Calaveras Blvd.  
Milpitas, CA 95035**

## **The City of Milpitas, California**



**Announces an exciting  
professional growth opportunity  
for an**

### **ADMINISTRATIVE ANALYST I/II**

### **HUMAN RESOURCES**

**I: \$64,111 - \$84,390 annually  
or  
II: \$70,806 - \$93,201 annually  
(Employee pays 8% PERS Contribution)**

***Position open until filled***